SPECIFICATION OF WORKS

Project:

Construction of new amenity buildings

Recreation Ground

Church Road

Great Plumstead

Norwich

NR13 5AB

Client:

Great & Little Plumstead Parish Council

**Contents**

1. Preliminaries
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1. **PRELIMINARIES**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **£** | **p** |
| **1.0** | **GENERAL** |  |  |
| 1.1 | The Contract:  The Contract between the Employer and Contractor will be the JCT Minor Works Building Contract 2024: (MW 2024) |  |  |
| 1.2 | The Contract Documents are:   * The Specification of Works   Planning Documents   * Drawing 441-P-001 – Planning Sheet 01 of 07 * Drawing 441-P-002 – Planning Sheet 02 of 07 * Drawing 441-P-003 – Planning Sheet 03 of 07 * Drawing 441-P-004 Mk3 – Planning Sheet 04 of 07 * Drawing 441-P-005 – Planning Sheet 05 of 07 * Drawing 441-P-006 – Planning Sheet 06 of 07 (slightly superseded below) * Drawing 441-P-007 – Planning Sheet 07 of 07 (slightly superseded below) * CEMP Document * Design & Access Statement * Planning Approval Document with Conditions   Construction Documents   * Drawing 441-B-001 – Site Setup 01 * Drawing 441-B-002 – Site Setup 02 * Drawing 441-B-003 – Plant Room Phase 01 * Drawing 441-B-004 – Foundations and Perimeter Walls to DPC * Drawing 441-B-005 – IFS Foundation Slab * Drawing 441-B-006 – Steel Post Locations * Drawing 441-B-007 – Superstructure ICF Walls & Rebar * Drawing 441-B-008 – Roof Design Sheet 01 of 03 * Drawing 441-B-009 – Roof Design Sheet 02 of 03 * Drawing 441-B-010 – Roof Design Sheet 03 of 03 * Drawing 441-B-011 – Internals Walls and Partitions * Drawing 441-B-012 – Joists * Drawing 441-B-013 – Indicative Electrical layout * Drawing 441-B-014 – Indicative CCTV Layout * Drawing 441-B-015 – Landscaping * Drawing 441-B-016 – External Window & Door Schedule   Technical Information   * Anglian Water Wastewater Plan * Insulated Foundation System Technical Guide * BecoWallform Brochure   Budget Costings   * BecoWallform IFS Budget Costings (available on request) * BecoWallform ICF Budget Costings (available on request) * Glulam Roof Budget Costings (available on request) |  |  |
| 1.3 | CDM Regulations:  The Project is notifiable. |  |  |
| 1.4 | Possession of the Site:  TO BE AGREED BUT ANTICIPATED COMMENCEMENT DATE IS SEPT 2024 |  |  |
| 1.5 | Completion of the Works:  TBC |  |  |
| 1.6 | Liquidated Damages:  TBC |  |  |
| 1.7 | Rectification Period:  Twelve months |  |  |
| 1.8 | Interim Certificates:  Interim payments made monthly after submission of valuation for approval. |  |  |
| 1.9 | Retention Sum:  5% throughout contract, reducing to 2.5% upon Practical Completion  2.5% retention released upon Final Completion at end of rectification period. |  |  |
| 1.10 | Disputes:  Article 8 and Clause 9.3 to 9.8 apply  Differences are to be determined by arbitration and not by legal proceedings. |  |  |
| 1.11 | Contractors Insurance – Injury to persons of property:  £2,000,000.00 |  |  |
| 1.12 | Insurance of the Works:  Option C |  |  |
| 1.13 | Execution:  Under hand |  |  |

1. **SPECIFICATION OF WORKS**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **£** | **p** |
| **1.0** | **GENERAL** |  |  |
| 1.1 | THE OCCUPANT |  |  |
| 1.1.1 | The site will be vacant for the duration of the works and the occupant will not have access to the building, except through arrangement with the Contractor. It is at the Contractors sole discretion whether the occupant is granted access, dependent on the nature of the works taking place at that time. |  |  |
| 1.2 | SITE SPECIFICS |  |  |
| 1.2.1 | In order to preserve quiet enjoyment of the property and those surrounding, works are to be limited on site to 0700 – 1830 Monday to Friday, and 0800 – 1700 Saturday. No works to take place on Sundays or Bank holidays. Any works required outside of these hours to be agreed prior to proceeding. |  |  |
| 1.2.2 | The site is located in a residential area with access via the recreation ground car park onto the main highway. It should be noted that the recreation ground is used regularly and the car park can get busy at times. It is planned to temporarily allow a portion of the car park to be used solely for the use of the construction site. There will be a strict no parking of vehicles on the main highway at any time. |  |  |
| 1.2.3 | Storage of Contractors equipment and materials is permitted within the site boundary, and in the area of the car park allocated as shown on the accompanying drawings. The Contractor should make their own arrangements for providing adequate security of these items. |  |  |
| 1.2.4 | As part of the works the Contractor should include for any parking arrangements as appropriate, including any notices or permits for scaffolding, road closures, and skips as required. |  |  |
| 1.2.5 | There are no Party Wall matters arising through the works. |  |  |
| 1.2.6 | The Contractor should ensure that their workforce and any subcontractors take care during the works, so not to damage any buildings, structures or landscaping surrounding the site. Any damage caused to be made good by the Contractor at their sole expense. |  |  |
| 1.2.7 | Upon completion of the works the Contractor should carry out a full clean of the premises and snag the works, as well as clear all equipment and construction waste from site. |  |  |
| 1.3 | REGULATIONS |  |  |
| 1.3.1 | The works have been subject to a Planning Application for which consent has been granted under reference 2024/0845. A copy of the permission is enclosed for information, and the Contractor should make themselves aware of the conditions and requirements of the consent, and ensure conformity where required. The Client will also be submitting a Discharge of Condition application in due course. |  |  |
| 1.3.2 | The conversion works will be subject to a Building Regulation Application, which will be submitted to the Local Authority Building Control (LABC) and will be paid for by the Client. The Contractor should include for all attendance as required in contacting Building Control at the relevant periods for inspection to be carried out. The Contractor should also include for providing those documents, as appropriate, at completion of the project to enable Building Regulations Approval to be issued. |  |  |
| 1.3.3 | The client must abide by the Construction Design and Management Regulations 2015. The client must appoint a contractor, if more than one contractor is to be involved, the client will need to appoint (in writing) a principal designer (to plan, manage and coordinate the planning and design work) and a principal contractor (to plan, manage and coordinate the construction and ensure there are arrangements in place for managing and organising the project). |  |  |
| 1.3.4 | The project is notifiable under the Construction (Design and Management Regulations) 2015 although the Contractor should make full allowance for ensuring their compliance with the requirements. A Construction Phase Health and Safety Plan should be provided by the Contractor. A Health and Safety File / Operating Manual will also be required upon Practical Completion. |  |  |
| 1.3.5 | David Bullen Limited are appointed as “Principal Designer” under current Building Regulations. |  |  |
| 1.4 | HEALTH AND SAFETY |  |  |
| 1.4.1 | The contractor is reminded of their liability to ensure due care, attention and consideration is given in regard to safe practice in compliance with the Health and Safety at Work Act 1974. |  |  |
| 1.4.2 | It is noted that the existing buildings to be demolished are of an age where asbestos containing materials may be present. The Contractor should make their workforce aware of this and use extreme caution throughout the works. The Client will provide a Demolition Asbestos Survey in due course. |  |  |
| 1.4.3 | Any asbestos removal works to be carried out strictly in accordance with the Control of Asbestos Regulations 2012 and the contractor is to provide all relevant waste transfer notices and consignment notices upon request. |  |  |
| 1.4.4 | The Contractor is to include within their pricing for all temporary works (including structural) and access as required including scaffolding, any permits, and access arrangements. |  |  |
| 1.4.5 | Allow for providing Contractors site setup including all necessary welfare facilities including, but not limited to, toilet, rest room and the like. There are no facilities existing on site at present. The use of new installations once installed are NOT PERMITTED. |  |  |
| 1.4.6 | Prior to any works commencing the Contractor is to provide ‘Herris’ or similar approved secure fencing to secure the site, for the duration of the works. All boundaries are to be made secure (as appropriate) to maintain security and separation of the works from the public, and the occupants of adjoining properties. |  |  |
| 1.4.7 | Appropriate site signage should be erected notifying safety hazards, the need for PPE and site direction. |  |  |
| 1.5 | DOCUMENTS |  |  |
| 1.5.1 | This Specification of Works is to be read in conjunction with the project drawings and other associated documentation. Do not rely solely on this Specification of Works. |  |  |
| 1.5.2 | Any discrepancies or conflicts in the works are to be identified as soon as practicably possible. |  |  |
| 1.5.3 | All measured works are to be agreed prior to commencement of that works item, and carried out in strict accordance with the schedule issued. |  |  |
| 1.5.4 | A Structural Engineer has provided a design solution for the Structural aspects of the project and the Contractor should refer to the full content of their Structural Calculations and make all allowances. |  |  |
| 1.6 | PRE-COMMENCEMENT WORKS |  |  |
| 1.6.1 | Allow for a competent person to safely terminate and cap off all existing services as required for the works. |  |  |
| 1.6.2 | Any requirement to temporarily suspend services to the property, as works may require, are only to be carried out with the express permission of the Clients, and at a mutually convenient time to be agreed. |  |  |
| 1.6.3 | Identify the location and type of services, pipes, cables and the like which may be affected by the works and take all preventative measures to stop damage being caused. Any damage caused to be made good at the Contractors sole expense. Allow for the temporary diversion of supplies. |  |  |
| 1.6.4 | On completion of works, carry out full safety testing of services and provide test and commissioning certificates. |  |  |
| 1.6.5 | Mains service connections are required to the site as part of the works. The Contractor should include within their pricing for all costs associated with making these connections including application fees and attendance. |  |  |
| 1.7 | MATERIALS AND WORKMANSHIP |  |  |
| 1.7.1 | All works are to be carried out in a workmanlike manner. All materials and workmanship must comply with Regulation 7 of the Building Regulations, all relevant British Standards, European Standards, Agreement Certificates, Product Certification of Schemes (Kite Marks) etc. Products conforming to a European technical standard or harmonised European product should have a CE marking. |  |  |
| **2.0** | **THE WORKS** |  |  |
| 2.1 | SITE SETUP AND SECURITY |  |  |
| 2.1.1 | Refer to drawing number 441-B-001 and 441-B-002 for details of site setup requirements. |  |  |
| 2.1.2 | In order to allow unrestricted access to the site, contractor to remove and safely store existing fencing, gates and information board as marked with blue X’s on drawing number 441-B-001. Allow for reinstallation upon completion of project. |  |  |
| 2.1.3 | Contractor to remove existing disabled ramp from the scout hut marked with pink X on drawing 441-B-001. Fence off top of ramp to avoid any falls. |  |  |
| 2.1.4 | Contractor to remove existing fencing marked with green X’s on drawing 441-B-001 and dispose of. |  |  |
| 2.1.5 | Contractor to liaise with a qualified electrician and UK Power Networks to safely cap off and remove all electrical services from site and temporarily make safe to the distribution pole highlighted in yellow on drawing 441-B-001. NOTE It is a three phase supply. |  |  |
| 2.1.6 | In order to secure the site during the works, erect herras fencing (or similar) around perimeter as defined by the black dashed line on drawing 441-B-002.  (Approximately 160m required). |  |  |
| 2.1.7 | Contractor to provide 20ft storage container for use of the Bowls Club to store their groundskeeping equipment in throughout the course of the construction phase. Container location can be found on drawing 441-B-002. |  |  |
| 2.1.8 | Contractor to provide two portable toilets at locations identified on drawing 441-B-002. One for use on site for contractors, the other to be used by the scouts during the construction phase while existing foul drainage is being reworked. |  |  |
| 2.2 | CONSTRUCTION OF NEW SERVICES BUILDING (TEMPORARY FINISH) |  |  |
| Note | In order to provide new power (both temporary and permanent) to the site, and water, the design of the new amenity buildings includes a new “services building”. This is effectively a small plant room located on the back side of what will become the Bowls Club’s new groundskeeping storage building. The same building also houses the pump equipment that supplies the bowling green with water irrigation. This is a slightly tricky phase of the build as the contractor needs to ensure there is little or no disruption to the existing pumping system. Although it should be noted that the pumping system is relatively small the simple. It requires a 240v power supply which could be supplied via a generator, and a supply of water which it currently gets from the green plastic water tank located behind the shed (this can be seen on drawing 441-B-001). The water tank simply needs to be kept full during the construction phase.  There is no need to demolish the existing storage shed and tank in order to build the new plant room. So it is envisaged that this part can be build to a basic semi-finished standard with a temporary roof so that all services can be rerouted inside and then capped off accordingly. |  |  |
| 2.2.1 | Provide new foundations, walls, floor and roof as per details on drawing 441-B-003. |  |  |
| 2.2.2 | Allow for new UKPN approved conduit where appropriate suitable for three phase connection. |  |  |
| 2.2.3 | Allow for digging of new trench to UK Power Networks specification from telegraph pole to new plant room. (Approximately 30m). |  |  |
| 2.2.4 | Allow for digging of new trench(es) to move water supplies from existing location into new plant room. |  |  |
| 2.2.5 | Install new pipework from existing water meters into new plant room. Cap off each supply with appropriate stop cock. |  |  |
| 2.2.6 | Install new power supply and distribution board for bowls club, including 4No. double sockets. |  |  |
| 2.3 | DEMOLITION |  |  |
| 2.3.1 | Demolish all remaining buildings on site. Making note to leave existing water tank and associated irrigation pumping system in place (with temporary electric supply) making sure that any part of the system that needs protecting from the weather is done so with suitable covering. |  |  |
| 2.3.2 | Strip remainder of build area from all top soil material and remove from site.  (Approximate area to strip is 840sq.m to an average depth of approximately 0.5m). |  |  |
| 2.4 | MAIN CONSTRUCTION – FOUNDATIONS & SLAB |  |  |
| 2.4.1 | Dig trenches and provide 450 x 225 concrete strip foundations for dwarf perimeter walls. Details as per drawing 441-B-004. Concrete mix to conform to BS EN 206:2013(+A2:2021) and BS 8500-2. All foundations to be a minimum of 1000mm below ground level, exact depth and foundation size to be agreed on site with Building Control Officer to suit site conditions. All constructed in accordance with 2010 Building Regulations A1/2 and BS 8004:2015 Code of Practice for Foundations (+A1:2020). Ensure foundations are constructed below invert level of any adjacent drains. Please note that should any adverse soil conditions be found or any major tree roots in excavations, the Building Control Officer is to be contacted and the advice of a Structural Engineer should be sought. (Approximately 18cu.m required) |  |  |
| 2.4.2 | Install partial drain runs where necessary prior to building up walls and slab. |  |  |
| 2.4.3 | Construct dwarf perimeter walls as detailed on drawing 441-B-004. Two courses of 100mm blockwork finished with three courses of 102.5mm face brickwork. Brick type TBC. Assume standard stock red brick for pricing purposes. |  |  |
| 2.4.4 | Prepare ground in internal areas ready for insulated raft construction. Detailed on drawing 441-B-005. Min. 150mm well compacted MOT Type 1 bringing finished level up to 450mm below the top of the face brickwork. (Approximately 120tons of Type1 required) |  |  |
| 2.4.5 | Install IFS foundation system as specified by BECO Wallform. Details of design can be found in drawing 441-B-005 and also in the accompanying technical datasheet. |  |  |
| 2.4.6 | Cost of supplying IFS foundation system as priced already. | 27923 | 70 |
| 2.4.7 | Supply and install 1200g VCL over IFS system as per technical datasheet. |  |  |
| 2.4.8 | Supply and install rebar caging as per structural engineer’s details (details to follow) |  |  |
| 2.4.9 | Supply and install concrete to form slab. Concrete type as per engineer’s details.  Approximately 31cu.m required for the Bowls Club slab, 32cu.m for the Amenity building slab, and 22cu.m for the Changing Facilities slab.  Finish all slabs with Powerfloat to give smooth surface finish. |  |  |
| 2.4.10 | Complete remaining foundations and slab buildup for bowls club in equal makeup of temporary plant room construction. Take care to work around existing pump ad pipework. Remove/reroute where necessary. |  |  |
| 2.5 | MAIN CONSTRUCTION – SUPERSTRUCTURE WALLS |  |  |
| 2.5.1 | Supply and install steel posts in locations as specified on the accompanying drawing 441-B-006. |  |  |
| 2.5.2 | Install ICF wall blocks as specified by BECO Wallform and laid out on drawing 441-B-007. Approximately 300 man hours suggested by BECO for both block construction and concrete pour. |  |  |
| 2.5.2 | Cost of supplying ICF wall system as priced already. | 75471 | 20 |
| 2.5.2 | Supply and install timber boxing for all window and door openings. |  |  |
| 2.5.3 | Supply and install steel beams and rebar as per structural engineer’s calcs. Drawing 441-B-007 |  |  |
| 2.5.4 | Supply and install concrete to ICF core. (Approximately 137cu.m C25 pump grade mix). |  |  |
| 2.5.5 | Complete walls to bowls club storage room/plant room ready for roof structure. |  |  |
| 2.6 | MAIN CONSTRUCTION – ROOF STRUCTURE |  |  |
| 2.6.1 | Construct glulam roof structure as per accompanying drawings 441-B-008, 441-B-009 and 441-B-010. |  |  |
| 2.6.2 | Cost of supplying Glulam timbers as priced already. | 75354 | 00 |
| 2.6.3 | Supply and install remaining C24 timbers and all bracketry required. |  |  |
| 2.6.4 | Supply and install 18mm moisture resistant T&G floor deck over glulam structure (approximately 400sq.m required). |  |  |
| 2.6.5 | Supply and install 18mm T&G boarding around perimeter elements of roof that are visually exposed underneath (approximately 270sq.m required). |  |  |
| 2.6.6 | Supply and install metal roofing system over deck. Install as per manufacturer’s guidelines. Allow for all custom metalwork flashings and guttering. (Roof area approximately 665sq.m total) |  |  |
| 2.6.7 | Supply and install PIR insulation between and under rafters as per supplied drawings. |  |  |
| 2.7 | MAIN CONSTRUCTION – WINDOWS AND DOORS |  |  |
| 2.7.1 | Supply and install doors and windows as per schedule supplied on drawing 441-B-016. All to be dark grey or black aluminium profiles and comply with “secure by design” code. |  |  |
| 2.8 | MAIN CONSTRUCTION – CHANGING ROOM FACILITY – INTERNAL WORKS |  |  |
| 2.8.1 | Supply and install new internal blockwork walls as per supplied drawing 441-B-011. |  |  |
| 2.8.2 | Supply and install new internal timber partition walls as per supplied drawing 441-B-011. |  |  |
| 2.8.3 | Supply and install new ceiling structure using metal web joists as per supplied drawing 441-B-012. |  |  |
| 2.8.4 | Supply and install new flat roof over central section as seen on drawing 441-B-010. |  |  |
| 2.8.5 | Supply and install M&E services as per supplied drawings 441-B-013 and 441-B-014. |  |  |
| 2.8.6 | Supply and install plasterboard to all walls and ceilings. All walls to be of moisture resistant plasterboard. Normal plasterboard to ceilings. Skim finish with plaster. |  |  |
| 2.8.7 | Supply and install WCs and Basins (white in colour) and Showers etc as per supplied drawings. |  |  |
| 2.8.8 | Decorate walls and ceilings with two coats of white emulsion. |  |  |
| 2.8.9 | Supply and install floor finishes to client specification. “Altro” style wet room flooring throughout for easy cleaning/maintenance. |  |  |
| 2.8.10 | Supply and install all internal joinery and fixings (including bench seating). |  |  |
| 2.9 | MAIN CONSTRUCTION – ACTIVITY BUILDING – INTERNAL WORKS |  |  |
| 2.9.1 | Supply and install new internal timber partition wall as per supplied drawings. |  |  |
| 2.9.2 | Supply and install M&E services as per supplied drawings. |  |  |
| 2.9.3 | Supply and install 12mm OSB3 to all walls. |  |  |
| 2.9.4 | Supply and install plasterboard to all ceilings. Skim finish with plaster. |  |  |
| 2.9.5 | Decorate ceilings with two coats of white emulsion. |  |  |
| 2.9.6 | Supply and install all internal joinery and fixings. |  |  |
| 2.10 | MAIN CONSTRUCTION – BOWLS CLUB BUILDING – INTERNAL WORKS |  |  |
| 2.10.1 | Supply and install timber partition framing as per drawings. |  |  |
| 2.10.2 | Supply and install metal web joists as per drawings. |  |  |
| 2.10.3 | Supply and install main distribution board and cold-water feed located as per drawings. Cap off services ready for fit out at later date. |  |  |
| 2.11 | MAIN CONSTRUCTION – STORE AND PLANT ROOM – INTERNAL WORKS |  |  |
| 2.11.1 | Supply and install 12mm OSB3 to all internal surfaces. |  |  |
| 2.11.2 | Supply and install M&E services as per supplied drawings. |  |  |
| 2.12 | MAIN CONSTRUCTION – EXTERNAL WORKS |  |  |
| 2.12.1 | Supply and install external surface water drainage as per drawings. |  |  |
| 2.12.2 | Supply and install remainder of external foul water drainage as per drawings. |  |  |
| 2.12.3 | Supply and install external rendering on building faces as per the drawings.  Changing Rooms – 100sq.m  Activity Building – 190sq.m  Bowls Club – 150sq.m  Plant Room – 70sq.m |  |  |
| 2.12.4 | Supply and install external cladding on building faces as per the drawings.  Bowls Club – 80sq.m |  |  |
| 2.12.5 | Supply and install external brick slip cladding on building faces as per the drawings.  Changing Rooms – 80sq.m |  |  |
| 2.12.6 | Supply and install 50mm x 150mm concrete pavement edging as per the drawings. (Approx 340m) |  |  |
| 2.12.6 | Supply and install permeable paving as per the drawings. (Approx 430sq.m) |  |  |
| 2.12.7 | Reinstate gates and railings removed at the start of the project. |  |  |
| 2.12.8 | Reinstate all ground surrounding the site with that of similar. |  |  |

**FINAL SUMMARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | All below have been carried forward from previous sections.  Insert Totals below: | | |
|  |  |  | **£** | **p** |
|  |  | **Preliminaries** |  |  |
|  |  | **Specification of Works** |  |  |
|  |  | **Contingency** |  |  |
|  |  |  |  |  |
| Note: Please ensure that figures are checked for arithmetical errors. | | |  |  |
|  |  | **Final Total**  (Carried forward to – Form or Tender) |  |  |

1. **FORM OF TENDER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Description:** |  | Construction of new amenity buildings. | |
| **Location:** |  | Recreation Ground, Church Road, Great Plumstead, Norwich, NR13 5AB | |
| **Client:** |  | Great & Little Plumstead Parish Council | |
| **Client Address:** |  | c/o The Parish Clerk  33 Lakeland Close, Little Plumstead, Norwich, Norfolk, NR13 5FF | |
| **TENDER DEADLINE** |  | **FRIDAY 28th JUNE 2024 13:00** | |
|  |  | I/We the undersigned, hereby agree to enter into a Contract to carry out the works at the above site, all in accordance with the Specification, Tender Drawings, Contractor’s Proposals and Conditions of Contract, and to execute the same to the entire satisfaction of the Contract Administrator / Employers Agent. | |
|  |  | For the sum of: | £ |
|  |  | And in words: |  |
|  |  |  | |
|  |  | Exclusive of any VAT chargeable.  In the event of this tender being accepted, I/We confirm that I/We will be able to comply with the construction period stated, being aware of the restrictions and complications of the works.  I/We confirm that my/our tender will remain open for acceptance for a period of twelve weeks from the date of this tender.  I/We understand that should any error be found in any tender, the Tenderer will be given the opportunity to confirm or withdraw/confirm or amend genuine errors in the tender.  Unless and until a formal agreement is prepared and executed, this tender together with written acceptance thereof, shall constitute a binding contract between us.  I/We understand that I/We are tendering at my/our own expense and that neither the lowest nor any Tender will necessarily be accepted. I/We further understand that this is a fixed price contract and that no fluctuations whatsoever will be allowed on labour, plant or materials.  I/We also understand that the allocation of the works will rest solely on the decision of client, who reserves the right to delete or defer any section of the works from the Contract. | |
| **Signed:** |  |  | |
| **Position:** |  |  | |
| **For and on behalf of:** |  |  | |
| **Date:** |  |  | |
|  |  | Bona Fide Tender  Tenders will not be valid unless this Restrictive and Collusive Tendering Statement is signed below.  The essence of selective tendering is that the Client shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive and that we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement, with any other person.  We also certify that we do not and we undertake that we will not, at any time before the date of return of this tender:-  a. Communicate to any person other than the person calling for those tenders, the amount or approximate amount of the tender as necessary to obtain insurance premium quotations required for the preparation of the tender.  b. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.  c. Offer to pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender for the said work and act or thing of the sort described above.  In this certificate the word “person” includes any persons and anybody or association, corporation or unincorporated and “any agreement or arrangement” includes any such transaction formal or informal and whether legally binding or not. | | |
| **Signed:** |  |  | | |
| **Position:** |  |  | | |
| **For and on behalf of:** |  |  | | |
| **Date:** |  |  | | |